

OPEN RECORDS

PRODUCTION AND COPYING POLICY

VINEYARD ESTATES HOMEOWNERS ASSOCIATION, INC.

Vineyard Estates Homeowners Association, Inc. ("Association"), is the governing body which manages and regulates the subdivision known as Messina Hof Estates, being more particularly described in Declaration of Protective Covenants for Messina Hof Estates is recorded in Volume 13538, Page 62; as amended, superseded, and restated in Volume 15109, Page 183; as further amended in Volume 17145, Page 74, all of the Official Records of Brazos County, Texas; and in the plats recorded in Volume 13445, Page 294, and Volume 16513, Page 158, all of the Official Records of Brazos County, Texas.

Pursuant to Texas Property Code §209.005, if an Open Records request is made, the Association may charge the requestor all reasonable costs of materials, labor, and overhead for compelling, producing, and reproducing the requested information. The Association's charges to an owner are tied to the rates published in §70.3 of the Texas Administration Code (Title 1, Part 3, Chapter 70), which cannot be exceeded, but which are periodically evaluated and updated by the State of Texas.

The charges shown on Exhibit "A" hereto are in effect on the date this policy is adopted, and will change automatically with changes in the State's maximum rate for Public Information requests.

Notwithstanding anything to the contrary in any writing or communication made by the Association, the Association will not in any event be entitled to receive or collect Open Records charges from an owner in amounts greater than the maximum charges permitted by applicable law. If from any circumstances whatsoever the Association charges or receives an amount in excess of the maximum charges permitted by law, the excess amount will be reimbursed.

The Association may reduce or waive some or all of the charges addressed by this policy on an ad hoc basis without waiving the right to charge such fees on future requests.

The Association may require advance payment of the estimated charges addressed by this policy. Within 30 business days after delivering the requested information, the Association will provide the owner with an invoice of the actual charges. If the actual costs are less than the prepaid estimated costs, the Association will refund the difference to the owner within thirty (30) business days after sending the invoice. If the actual costs are greater than the prepaid estimated cost, the difference is due and payable to the Association by the owners within thirty (30) business days after the invoice was sent to the owner, after which time the Association may add the unpaid amount to the owner's assessment account.

The Board of Directors adopted this Policy to ensure that the Association complies with requirements of State Law, and instructed the undersigned to execute this Policy and to effect its recording.

VINEYARD ESTATES HOMEOWNERS
ASSOCIATION, INC.

By:

Merrill Bonarrigo
Merrill Bonarrigo, Secretary

STATE OF TEXAS

COUNTY OF BRAZOS

This instrument was acknowledged before me on the 5th day of October, 2022, by Merrill Bonarrigo, Secretary of VINEYARD ESTATES HOMEOWNERS ASSOCIATION, INC., a Texas Non-Profit Corporation, in the capacity therein stated as the act and deed of said entity.

Susan Olivia Hart
NOTARY PUBLIC, State of Texas

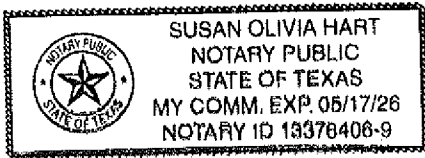


EXHIBIT "A"

PRESCRIBED COSTS TO OWNER

Copy Charges:

Electronic image transmitted by email - no copy charge
Electronic image downloaded to USB drive - actual cost of drive
Standard paper copy or scan (letter or legal size) - \$0.10 per page (double sided is 2 pages) Oversize
paper copy or scan (such as 11x17) - \$0.50 per page
Diskette or CD - \$1.00
DVD - \$3.00

Labor Charge:

No labor charge if the request is for 50 or fewer pages of information, unless the records must be retrieved from a storage facility that is remote from the processor's office.
\$15.00 per hour, in 1/4 hour increments, for actual time to locate, compile, manipulate data, reproduce information, and (if necessary) redact confidential information, for requests of more than 50 pages and for records in remote storage.
No labor charge for time spent to review the requested information to determine if the information qualifies for an exemption from Open Records.

Overhead Charge:

No overhead charge if the request is for 50 or fewer pages of information. Otherwise, the overhead charge is 20 percent of the labor charge.

Remote Document Retrieval Charge:

If the requested information is stored with a commercial records storage company that charges a fee to deliver and return stored records, the Association may seek reimbursement of the third-party fee from the owner if the request otherwise qualifies for a labor charge.

Other Charges:

Actual postage and shipping charges if necessary to transmit the reproduced information to the owner. Actual cost of miscellaneous supplies, such as boxes, if used to produce the requested information. If the Association accepts payment by credit card, the Association may recoup the amount of any actual transaction fee charged by the credit card company for the privilege. No sales tax.

**Brazos County
Karen McQueen
County Clerk**

Instrument Number: 1485968
Volume : 18276
ERecordings - Real Property

Recorded On: October 11, 2022 03:28 PM

Number of Pages: 4

" Examined and Charged as Follows: "

Total Recording: \$38.00

******* THIS PAGE IS PART OF THE INSTRUMENT *******

Any provision herein which restricts the Sale, Rental or use of the described REAL PROPERTY because of color or race is invalid and unenforceable under federal law.

File Information:

Document Number: 1485968
Receipt Number: 20221011000077
Recorded Date/Time: October 11, 2022 03:28 PM
User: Flo W
Station: Flo's Workstation

Record and Return To:

Simplifile
5072 NORTH 300 WEST
PROVO UT 84604



STATE OF TEXAS
COUNTY OF BRAZOS

I hereby certify that this Instrument was FILED In the File Number sequence on the date/time printed hereon, and was duly RECORDED in the Official Public Records of Brazos County, Texas.

Karen McQueen
County Clerk
Brazos County, TX